**Subject: Appeal Against Flexible Working Decision**

Dear [Manager’s Name],

I am writing to formally appeal the decision dated [insert date] regarding my request for flexible working arrangements.

I would like to respectfully ask that you reconsider the outcome based on the following points:

* **[Explain your personal circumstances or the reason for your original request]**  
  *(e.g., to support childcare needs, care responsibilities, health and wellbeing.)*
* **[Clarify how your proposed working pattern would operate in practice]**  
  *(e.g., how tasks would be covered, how collaboration will continue, etc.)*
* **[Propose a compromise if applicable]**  
  *(e.g., I am happy to consider a trial period, hybrid arrangement, or partial adjustment to my original proposal.)*

I believe that with appropriate planning and communication, my request can be implemented without a detrimental impact on the team or business performance. I am happy to discuss this further in person and explore possible adjustments that may better meet business needs.

Thank you for reconsidering my request.

Kind regards,  
**[Employee Name]**